

# APPLICATION CHECKLIST

## General Project Requirements

1. The proposed project shall be in compliance with the General Plan elements including compatibility and consistency with surrounding properties and developments.
  - A. The design of a new project shall be compatible with the zoning and the quality of life features in the general plan.
  - B. The landscaping shall be compatible and consistent with the surrounding area and be in compliance with the general plan as to size, species and spacing.
  - C. Any new residential projects shall be meet the density and lot coverage provisions of the general plan concepts and the zoning ordinance.
  - D. Commercial and Industrial projects shall comply with all landscaping, circulation and quality design aspects of the general plan update.
2. Any project submitted for review shall show the surrounding sites within 100 feet for residential and 300' for commercial to determine circulation issues, street lighting, and fire hydrant requirements.
3. New projects shall comply with Fire Department requirements related to fire sprinklers, alarm systems and fire hydrants per the public works standards.
4. All new designs shall as much as possible be consistent with the safety elements in the general to protect residents from burglary, car theft or related crimes.
5. In multi-family residential all open space, recreational, and landscaping provisions in the general plan and the current zoning ordinance shall be complied with.

## Specific Project Requirements

1. One completed copy of the application form.
2. Legal description for the property on site plan drawing and a Preliminary Title Report, not more than 30 days old.
3. Notarized letter if the applicant is not the owner.
4. One copy of the County Assessor's Parcel Map showing the property involved outlined in red with the Assessor's Parcel Number.
5. Fifteen (15) copies of a site plan, floor plan, and exterior elevations.

Two (2) landscape and irrigation plans.

Three (3) drainage plans for the proposed site.

All plans or exhibits submitted shall be drawn and dimensioned to a reasonable scale in a legible fashion on a standard sheet of 18" x 24" or 24" x 36", and folded to a maximum size of 8" x 13".

6. In all cases, the following information shall be included in the appropriate drawings when submitting for a Conditional Use Permit, Site Plan Review, or Major Land Use.
7. Lot dimensions.
8. All buildings and structures and their location, elevations, size, height and proposed use; yards and space between buildings.
9. Walls and fences and their location, height and materials.
10. Access, pedestrian, vehicular, and service, points of ingress and egress and internal circulation.
11. Size and height of signs.
12. Loading areas, locations, dimensions, number of spaces and internal circulation.
13. Site lighting, general nature and hooding devices.
14. Street dedications and improvements.
15. Location of trash pickup facilities and screening.
16. Location, species and maturity of landscaping.
17. Indicate all existing utilities to and adjacent the site, and public facilities.
18. Show public right-of-way including of adjacent properties for 100 feet in residential projects and 300 feet for commercial or industrial.
19. Indicate paving materials of all paved areas.
20. Any phasing of a project shall be included as a part of the application.
21. Show roof mounted equipment and screening, existing and proposed.

22. Location of address and mail delivery system.
23. Location of irrigation system for landscaping
24. Indicate sidewalk, curb and/or gutter; if existing or proposed.
25. Indicate size, location and number of water services desired;
26. Indicate all existing and proposed sewer services and property line clean out.
27. Indicate all existing and proposed easements.
28. Verify flood hazard requirements.
29. Review location and spacing of hydrants for consistency with deployment plans for the Fire Department.
30. Review site to address security guidelines and anti-crime measures of identified by the Police Department.
31. Indicate the location of all signs and other traffic control.
32. Show how street improvements will transition to adjoining facilities.